United Nations ST/IC/2018/8

Secretariat

1 March 2018

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Special education grant and the related benefit for children with a disability**

I. General provisions

1. The policy provisions governing the special education grant and the related benefit are contained in staff regulation 3.2 (d), staff rule 3.9 (j), appendix B to the Staff Rules and administrative instruction ST/AI/2018/2. Staff members are strongly encouraged to review the above-mentioned policy framework before submitting a claim for payment or requesting an advance against the special education grant and related benefit entitlement.

2. The purpose of the present circular is to inform staff members of the procedures applicable to the submission and processing of their claims for payment and/or requests for advances.

3. The forms required to submit a claim or a request for advance are contained in annex I to the present circular and are available online at https://iseek-newyork.un.org/forms/Allowances%20and%20Benefits. Annex II provides information on the overall maximum amounts of the special education grant and maximum entitlements for reimbursement of equipment and textbooks.

II. Requests for advances for the special education grant and the related benefit (ST/AI/2018/2, sect. 9)

4. Staff members who are entitled to the special education grant and the related benefit and who are required to pay all or a portion of the education fees at the beginning of the academic year may apply for an advance against their entitlement. They should do so by completing form P.45/SEG (Special education grant and related benefit: claim for payment and/or request for advance) (see annex I). Requests for advances for the special education grant and the related benefit must be accompanied

* The present circular will be in effect until further notice and supersedes ST/IC/2014/12/Rev.1, ST/IC/2017/15 and ST/IC/2017/15/Corr.1, which included the provisions applicable to the special education grant for children with a disability.

by invoices or other official documentation from the educational institution attesting to the school fees, including enrolment, tuition, full board, if applicable, and any scholarship, bursary or similar grant or special benefit.

Amount of the advance

5. The amount of the advance will be 100 per cent of the anticipated amount of the special education grant and the related benefit (i.e., reimbursement of the capital assessment fee), based on the information and documentation provided.

Adjustments after the advance has been issued

6. If the anticipated expenses on which the advance was based become higher after the advance is requested, an adjustment may be requested as soon as the staff member is informed of the higher charges. Should the anticipated expenses become lower, the staff member must report that fact promptly so that the amount of the advance may be adjusted and any excess payment recovered.

Timeline for submission of requests for advances

7. When there is no claim for the previous academic year under the education grant or the special education grant scheme, a staff member may request an advance prior to or within four months after the beginning of the school year. A staff member who becomes eligible for the special education grant after the fourth month following the beginning of the school year may request an advance until three months before the end of the academic year. The request must be accompanied by invoices or other official documentation from the educational institution attesting to the school fees.

8. When there is a claim for the previous academic year, the request for the advance should be presented in part IV of form P.45/SEG, which should be submitted together with form P.41 (Certificate of attendance and costs and receipt for payments) in respect of the claim for the previous year (part III of form P.45/SEG).

Settlement of claims and recovery of advances

9. If the advance is not cleared by settlement of the relevant special education grant and related benefit claim for the previous year, it will be recovered from the staff member's salary in accordance with section 9.2 of administrative instruction ST/AI/2018/2. Recovery from staff members will normally take place automatically three months after the end of the academic year or before separation from service, whichever comes first.

10. No advances will be authorized for subsequent academic years until previous advances granted under the education grant scheme or under the special education grant scheme have been cleared by settlement of the relevant claim or repayment of the advance previously authorized.

Currency of the advances

11. Advances are normally payable in United States dollars at all duty stations except Geneva. For staff members whose duty station is Geneva, advances will be payable in Swiss francs, as is the practice for emoluments. In all cases, the advance will be recorded in United States dollars.

III. Claims for payment of the special education grant and the related benefit (ST/AI/2018/2, sect. 10)

Timeline for submission of a claim for payment

First-time claim

12. In order for a child to be recognized as having a disability, the staff member must provide a medical report and relevant supporting documents attesting to the disability that gives rise to the claim for payment of the special education grant and the related benefit. Staff members should contact their human resources partners to receive advice on the documents to be submitted and the procedure for submission to the Medical Director or designated medical officer, who will determine the acceptability of the request and the date on which the entitlement should be reviewed on medical grounds.

Following claims

13. Staff members should submit their claims for payment of the special education grant and the related benefit on form P.45/SEG.

14. When the child is in school attendance, the claim should be submitted, at the latest, within two months upon completion of the academic year, within one month upon cessation of the child's full-time attendance or shortly before the date of separation from service.

15. When the child is not in school attendance, such claims should be submitted annually within one month of the end of the standard academic year in the staff member's duty station or shortly before the staff member's date of separation from service.

16. The staff member is also required to certify on form P.45/SEG that he or she has exhausted all other sources of benefits that may be available for the education and training of the child, including those that may be obtained from State and local governments and from the United Nations contributory medical insurance plans. The amount of the expenses used as the basis for the calculation of the special education grant is reduced by the amount of any benefits to which the staff member is entitled.

17. Staff members must provide, along with their claim, written evidence of the child's attendance, education costs and the specific amounts they paid. Such evidence will be submitted on form P.41, which should be certified by the school. Staff members should request the school to retain a copy of form P.41 for a period of five years from the date of submission of the claim, for audit and monitoring purposes.

18. When it is not possible to submit form P.41, the staff member should submit a certificate of school attendance (form P.41/B) indicating the exact dates on which the school year began and ended and the dates of the child's attendance, together with school bills itemizing the various charges paid to the school, documentary proof of payment, including invoices, receipts or cancelled cheques, and any other substantiating information requested in form P.41. These documents should be certified by a responsible official of the educational institution on its official stationery or on paper bearing its seal.

19. Submission of incorrect information, including any revision or alteration of the certified P.41 form or the certificate of attendance, may be cause for administrative and/or disciplinary action.

20. Expenditures that are not paid to the educational institution and cannot therefore be certified on form P.41 by the institution as having been paid may be claimed by attaching to form P.45/SEG an explanation of the nature of the expenditure and substantiating original documentation (for example, invoices, receipts or cancelled cheques). If the certificate, other documentation and accompanying receipts are not in one of the working languages of the United Nations, a translation into one of those languages must be attached.

Admissible expenses (ST/AI/2018/2, sect. 5)

21. Admissible expenses are determined on the basis of the criteria contained in section 5 of administrative instruction ST/AI/2018/2. Expenses for full-time school attendance admissible under section 5.1 of the instruction are those that are paid directly to the school or a certified professional providing the required special teaching and special training.

22. Where applicable, boarding expenses are included in the admissible expenses and reimbursed, at the actual cost, within the overall maximum ceiling of $45,600.

Special benefits (ST/AI/2018/2, sect. 6.5)

23. Staff members are required to disclose on form P.45/SEG all special benefits that may be available to them for the education and training of the child, including those provided by State and local governments and medical insurance plans. As provided in section 6.5 of administrative instruction ST/AI/2018/2, the amount of admissible educational expenses is reduced by the amount of any special benefits.

Scholarships, bursaries or similar grants (ST/AI/2018/2, sect. 6.6)

24. Staff members are required to disclose all scholarships, bursaries or similar grants on form P.45/SEG. Financial assistance in the form of a scholarship, bursary or similar grant received directly from or through the educational institution should be certified on form P.41.

25. As provided in section 6.6 of administrative instruction ST/AI/2018/2, the amount of the scholarship, bursary or similar grant is initially applied towards the non-admissible expenses reflected on form P.41 or form P.45/SEG.

26. If the amount of the scholarship, bursary or similar grant does not exceed the non-admissible educational expenses, the special education grant is calculated on the basis of the total admissible expenses.

27. If the amount of the scholarship, bursary or similar grant exceeds the non-admissible expenses, the excess amount is deducted from the admissible expenses. The special education grant is then calculated on the basis of the remaining admissible expenses.

IV. Death of a staff member after the beginning of the school year (ST/AI/2018/2, sect. 8.4)

28. Section 8.4 of administrative instruction ST/AI/2018/2 provides that when a staff member dies while in service at or after the beginning of the academic year, the amount of the grant and the related benefit for that academic year will not be prorated. The entitlement to education grant travel, if any, will continue until the end of the school year and may be authorized for travel between the educational institution and

the duty station or another location, subject to the maximum expenses allowed under section 11.1 of the instruction.

29. As a result:

(a) There will be no prorating or disqualification in respect of any element of the special education grant and the related benefit to which the staff member would have been entitled had he or she lived to the end of the academic year, including education grant travel;

(b) When processing the separation personnel action form or form P.35 (Personnel payroll clearance action), as applicable, there should be no automatic recovery, which would have resulted from prorating the amount of the grant and the related benefit based on a period of service shorter than the normal school year;

(c) All relevant forms may be completed by the surviving spouse or the legal representative of the child for whom the special education grant and the related benefit or education grant travel is paid, or by the child if he or she is 18 years of age or older.

V. Travel arrangements and claims (ST/AI/2018/2, sect. 11)

30. The provisions of paragraphs 30 to 34 of ST/IC/2018/7 should be followed when making a claim under the special education grant and related benefit entitlement. They are reproduced below for ease of reference:

(a) Education grant travel should be requested in Umoja. When the request is approved, a travel authorization will be issued specifying the academic year to which the travel is related and the mode, route and dates of travel;

(b) Staff members should not make a direct purchase of the travel tickets without specific prior authorization;

(c) If it is not possible for the child to travel to the duty station on education grant travel, the staff member or his or her spouse may undertake return travel at the expense of the Organization between the duty station and the place of study of one child, subject to the conditions set out in sections 9.5 and 9.6 of administrative instruction ST/AI/2018/1. Except for staff members assigned to non-family duty stations, in the case of a staff member with two or more children entitled to education grant travel, both the staff member and his or her spouse may undertake return travel at the expense of the Organization, subject to the same conditions. Pursuant to section 12 of administrative instruction ST/AI/2013/3, or as amended, regarding official travel, for the purposes of education grant travel by air, staff members may opt for a lump-sum payment. Staff members opting for the lump-sum payment should follow the procedures for the exercise of the lump-sum option for travel by air set out in paragraphs 8 to 14 of information circular ST/IC/2001/43, or as amended;

(d) Staff members must submit an expense report in Umoja within two weeks of completion of the education grant travel;

(e) If a child exercised education grant travel in a previous academic year, no new education grant travel will be authorized before the claim for the prior travel has been approved.

Annex I

Forms to be used in the preparation of claims for the special education grant

The following forms required to submit a claim related to the special education grant are included in the present annex for ease of reference of staff members:

Form P.41	Certificate of attendance and costs and receipt for payments
Form P.41/A	Certificate of tuition in the mother tongue
Form P.41/B	Certificate of school attendance (to be used only when it is not possible to submit form P.41)
Form P.41/C	Certificate of prescribed textbooks and receipt for amount paid
Form P.41/D	Certificate of attendance in summer courses
Form P.45/SEG	Special education grant and related benefit: claim for payment and/or request for advance

UNITED NATIONS NATIONS UNIES

CERTIFICATE OF ATTENDANCE AND COSTS AND RECEIPT FOR PAYMENTS

A. TO BE COMPLETED BY THE UNITED NATIONS STAFF MEMBER *(complete items 1-4)*

1. Name of staff member *(parent)*	2. UN index number	3. Name of child *(student)*	4. Child's date of birth *(dd/mm/yyyy)*

B. TO BE FULLY COMPLETED BY EDUCATIONAL INSTITUTIONS ONLY

To: Educational institutions attended by a child of a United Nations staff member

For your information, staff members of the United Nations are entitled, under certain conditions, to an education grant or special education grant. This form has been devised to assist in determining their entitlements and in establishing the amount of the grant. Your cooperation in completing this form will be much appreciated. Please note that the information on this form shall cover **one academic year only**.

Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information which is performed by the United Nations on a periodic and routine basis.

1. The **academic year** began: _____ *(day, month, year)*	and ended: _____ *(day, month, year)*		
2. The **student attended** from: _____ *(day, month, year)*	to: _____ *(day, month, year)*		
3. Was the student in **full time attendance**? ☐ Yes ☐ No	Remarks:		
4. The student was in **grade/level/class/form**:		5. Student **ID No.**	
6. Were all **textbooks** provided by the school at no additional cost?	☐ Yes ☐ No		
5. If the institution provided **food and lodging** to student, is the corresponding expense included in the tuition?	☐ Yes ☐ No	If yes, the cost was	
6. If the institution charged for a **lunch programme,** is the corresponding expense included in the tuition?	☐ Yes ☐ No	If yes, the cost was	
7. If daily group **transportation** was provided by or through the institution, is the corresponding expense included in the tuition?	☐ Yes ☐ No	If yes, the cost was	
8. Did the institution charge a fee to fund the construction, upgrade, refurbishment and maintenance of the buildings? (Such fees may be known as capital assessment fee, building levy/fund/fee, capital levy/fund/fee, first-time parent fee, incorporation fee or development fee.)	☐ Yes ☐ No	If yes, the cost was	
9. Was the child's enrolment or continued enrolment conditional upon the payment of the above fee?	☐ Yes ☐ No	If yes, the cost was	

10. The institution charged the following **expenses** *(please indicate the currency)*:

(a) **Enrolment-related fee**	(b) **Tuition**	(c) **Special teaching**	(d) **Special equipment**

(e) List **other mandatory expenses** charged by the institution (e.g., lunch, material, lab equipment, etc.). Provide a brief description of the expenses and indicate the amounts charged:*

(f) List any **optional expenses** elected by the student:*

11. If applicable, the amount of **non-UN scholarship, grant(s) or any financial assistance received by the child or the staff member** *(excluding loans)*:

12. The UN staff member (parent) made the following **payments** *(including loan payments)* to the institution:*

Enrolment-related fee (indicate currency, amount and date)	*Tuition (indicate currency, amount and date)*	*Special teaching (indicate currency, amount and date)*	*Special equipment (indicate currency, amount and date)*
Other mandatory expenses (indicate type of expense, currency, amount and date)	*Optional expenses (indicate type of expense, currency, amount and date)*		

13. School name and address:

14. Telephone No.:

15. Fax No.:

16. Email address:

15. Name and title of officer authorized to sign on behalf of the educational institution:

16. Signature of officer:

Date:

17. Seal of educational institution:

*If necessary, please itemize on a separate attached sheet and ensure that it is initialled by the signatory.

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UNITED NATIONS NATIONS UNIES		CERTIFICATE OF TUITION IN THE MOTHER TONGUE ATTESTATION CONCERNANT L'ÉTUDE DE LA LANGUE MATERNELLE	
Name of child / *Nom de l'enfant*		Name of staff member / *Nom du fonctionnaire*	ID # / *Numéro de la carte d'identité*

To: Educational institution or tutor

Staff members of the United Nations are entitled, under certain conditions, to payment of an education grant. Subject to some requirements, the cost of tuition in the mother tongue is taken into account for the purposes of the grant. This form has been devised to assist in determining the costs incurred by the staff member for such tuition and must be accompanied by cancelled cheques or copies of original cheques accompanied by bank statements. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information, which is performed by the United Nations on a periodic and routine basis.

Destinataires : L'établissement d'enseignement ou le professeur

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. Sous réserve aussi de diverses conditions, le coût de l'enseignement de la langue maternelle entre en ligne de compte pour le calcul de l'indemnité. La présente formule a pour objet de déterminer les frais que cet enseignement a entraînés pour le fonctionnaire. Vous devez y joindre les chèques payés et oblitérés ou une copie des chèques originaux accompagnée des relevés bancaires correspondants. Le concours que vous prêterez en remplissant le formulaire sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver un double dans vos dossiers. Ce formulaire pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques.

This is to certify that (child's name) _____ received tutoring in the _____ language
Je certifie que (nom de l'enfant) a suivi des cours de (langue enseignée)

during the period from (day/month/year) _____ until (day/month/year) _____.
pendant la période du (jour/mois/année) au (jour/mois/année)

He/she was taught / *L'enfant a suivi des cours*

daily/*chaque jour* _____ (yes/no) *(oui/non)* from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
weekly/*chaque semaine* _____ (No. of days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*, or/*ou*
monthly/*chaque mois* _____ (No. of days/*nombre de jours*) from/*de* _____ (am/pm) *(heures)* to/*à* _____ (am/pm) *(heures)*.

Total number of lessons for the year: _____.
Nombre total de leçons durant l'année:

The tuition was on a group ☐ or individual ☐ basis (please check one). The tuition fees were _____ per hour/lesson.
S'est-il agi de cours collectifs ☐ ou de leçons particulières? ☐ Le tarif a été de l'heure/la leçon.

(For instruction by a private tutor, please attach evidence of your certification as a teacher of the language of instruction)
(Dans le cas de leçons particulières, joindre votre certificat d'aptitude à l'enseignement de la langue concernée)

(Please attach a brief statement on the child's linguistic ability in this language)
(Veuillez joindre une brève description des capacités de l'enfant dans la langue enseignée)

Payments were made by the staff member to the institution or tutor as follows:
Le fonctionnaire a acquitté à l'établissement ou au professeur les montants ci-après :

Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*	Currency, amount and date *Monnaie, montant et date*

PLEASE COMPLETE ALL SECTIONS AND ENSURE THAT ANY ATTACHMENTS OR CORRECTIONS ARE INITIALLED BY THE SIGNATORY. FOR PRIVATE TUTORS, PLEASE PROVIDE EVIDENCE OF CERTIFICATION IN THE LANGUAGE OF INSTRUCTION.

IMPORTANT:

VEILLEZ À COMPLÉTER TOUTES LES SECTIONS ET À CE QUE TOUTE PIÈCE JOINTE OU CORRECTION SOIT PARAPHÉE PAR LE SIGNATAIRE. DANS LE CAS DE LEÇONS PARTICULIÈRES, JOINDRE VOTRE CERTIFICAT D'APTITUDE À L'ENSEIGNEMENT DE LA LANGUE CONCERNÉE.

SEAL of educational institution (if applicable) *CACHET de l'établissement d'enseignement (le cas échéant)*	Name and title of officer signing on behalf of institution or of tutor/ *Nom et qualité de l'administrateur ayant la signature ou du professeur* **SIGNATURE** :	
	School address/ *Adresse de l'établissement* Tutor's address/ *Adresse du professeur*	Telephone No./ *Numéro de téléphone* (home/ *domicile*): (work/ *bureau*):

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UNITED NATIONS NATIONS UNIES

Certificate of school attendance

For the academic year

(Please type or print all information legibly)

This is to certify that _____
(Name of child)

son/daughter of _____
(Name of staff member)

was in full-time attendance at _____
(School/college/university)

and regularly attended class in _____ grade
(Form, level or class)

from _____ to _____
(Day) (Month) (Year) *(Day) (Month) (Year)*

The actual school year began on _____
(Day) (Month) (Year)

and ended on _____
(Day) (Month) (Year)

Signature: _____

SEAL OF
EDUCATIONAL INSTITUTION

_____
Name and title of officer
signing on behalf of educational institution

Date: _____
Place: _____

For United Nations use only

Name of staff member	Index No	Dept./Div./Office

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UNITED NATIONS NATIONS UNIES		CERTIFICATE OF PRESCRIBED TEXTBOOKS AND RECEIPT FOR AMOUNT PAID *(for special education grant only)* *ATTESTATION CONCERNANT LES MANUELS PRESCRITS ET LEUR COÛT* *(uniquement en cas d'indemnité spéciale pour frais d'études)*	
Name of child/*Nom de l'enfant*		Name of staff member/*Nom du fonctionnaire*	Student ID No. (if applicable)/*Numéro (le cas échéant) de la carte d'identite scolaire ou universitaire*

To: Educational institutions attended by children of United Nations staff members

Staff members of the United Nations are entitled, under certain conditions, to an education grant. One of the educational costs which is taken into account for the purposes of the grant is the cost of textbooks. This form has been devised to assist in determining the amount paid (separate from tuition) for prescribed textbooks. Your cooperation in completing this form will be much appreciated. Please return the original to the staff member and retain a copy for your files. This may also facilitate confirmation of the information, which is performed by the United Nations on a periodic and routine basis. If the books have not been bought through a school bookstore, etc., please strike through the lines set aside for amount paid, as the staff member will provide relevant receipts.

Destinataires: Les établissements d'enseignement fréquentés par les enfants de fonctionnaires de l'Organisation des Nations Unies

Les fonctionnaires de l'ONU ont droit, sous réserve de certaines conditions, à une indemnité pour frais d'études. L'un des éléments des frais de scolarité ou d'université qui entre en ligne de compte pour calculer cette indemnité étant le coût des manuels, le présent formulaire a pour objet d'aider à déterminer le montant acquitté (indépendamment des frais de scolarité ou d'université) pour les manuels prescrits. Le concours que vous prêterez en le remplissant sera vivement apprécié. Veuillez retourner l'original au fonctionnaire de l'ONU et conserver le double dans vos dossiers. Ce formulaire pourra aussi aider l'ONU dans ses vérifications ordinaires périodiques. Si les manuels n'ont pas été achetés dans votre établissement, tirez un trait dans la colonne " Prix acquitté ", attendu que le fonctionnaire fournira les reçus voulus.

List of textbooks prescribed by the educational institution/*Liste des manuels prescrits par l'établissement d'enseignement*	
Title/*Titre*	**Amount paid/*Prix acquitté***
TOTAL	

Seal of educational institution

Cachet de l'établissement d'enseignement

Name and title of officer signing on behalf of educational institution/*Nom et qualité de l'administrateur ayant la signature*	
SIGNATURE:	DATE: (day/month/year)/(jour/mois/année):
School name and address/*Nom et adresse de l'établissement*	Telephone No./ *Numéro de téléphone*

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UNITED NATIONS NATIONS UNIES

Certificate of attendance in summer courses

For the academic year

(Please type or print all information legibly)

This is to certify that _____
(Name of child)

son/daughter of _____
(Name of staff member)

was **required to attend a summer course/summer courses as a prerequisite** for further attendance during the subsequent regular school year **and** for the school's regular diploma at

_____
(School/college/university)

The student's level of instruction was _____
(Grade/class/form/level)

The summer course[s] attended was/were:

(a) _____
(b) _____
(c) _____
(d) _____

from _____ to _____
(Day) (Month) (Year) *(Day) (Month) (Year)*

The actual school year began on _____
(Day) (Month) (Year)

and ended on _____
(Day) (Month) (Year)

Signature: _____

SEAL OF
EDUCATIONAL INSTITUTION

_____
Name and title of officer
signing on behalf of the educational institution

Date: _____
Place: _____

For United Nations use only

Name of staff member	Index No	Dept /Div /Office

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UNITED NATIONS NATIONS UNIES

SPECIAL EDUCATION GRANT AND RELATED BENEFIT
CLAIM FOR PAYMENT AND/OR REQUEST FOR ADVANCE*

INSTRUCTIONS: When submitting a claim for payment and/or a request for advance, you must complete parts I and II of this form. In addition, please complete:

- Part III if you are submitting a claim for payment of the special education grant and the related benefit and/or
- Part IV if you are submitting a request for an advance against the special education grant and the related benefit.

For each child, attach documentation to substantiate the amounts requested/claimed.

Instructions for part III, Textbooks: textbook expenses may be claimed if textbooks were not provided free of charge. If claiming textbook expense, check options in annex II of ST/IC/2018/8 and select one option (fixed amount or actual amount spent). If the actual amount spent option is selected and the amount is greater than the fixed amount (i.e., $210 at the primary level, $420 at the secondary level and $840 at the post-secondary level), attach form P.41/C completed by the educational institution and provide relevant receipts if the books were not bought through the school bookstore.

I. REQUEST/CLAIM AND CERTIFICATION

☐ I request an advance against the special education grant and the related benefit for the academic year 20 to 20 AND/OR

☐ I claim the special education grant and related benefit for the academic year 20 to 20

I understand:

- That any advance will be recovered from my salary if a claim for payment is not submitted within the set deadline;
- My obligation to retain the supporting documentation for five years in its original form or scanned copies which are certified as seen by a UN official and to submit it upon request for monitoring and compliance purposes;
- My obligation to promptly inform the Organization of any changes in the information or estimates provided in support of my request/claim;
- That the Organization may conduct a compliance review of my requests or claims;
- The consequences of submitting incomplete, unsubstantiated or false information, as discussed in section 10.4 of ST/AI/2018/1.

I attest:

- To the correctness of the information provided herewith;
- That I have exhausted and disclosed all other sources of benefits that may be available for the education and training of my child(ren), including those provided by States, local governments and medical insurance;
- That I have disclosed all scholarships, bursaries or similar grants received from the school or any other entity in respect of the child/children;
- That no other education grant is being paid in respect of the child/children for the periods indicated;
- That textbooks were not provided free of charge *(if claiming textbook expenses)*.

I authorize the United Nations to contact the educational institution directly and request any information or documentation related to the present request and/or claim.

Signature of staff member: ..... Date: _____ _____
(dd/mm/yyyy)

*** Please note that for the claim to be valid, it must be submitted on a double-sided form.**

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UNITED NATIONS		CLAIM FOR PAYMENT OF SPECIAL EDUCATION GRANT AND RELATED BENEFIT AND/OR ADVANCE AGAINST THE EDUCATION GRANT AND RELATED BENEFIT						
II. Staff member: *(parts I and II must be completed)*								
Last name of staff member		First	Middle initial	Index No	Level	Dept or Div	Ext	Room No
Type of appointment		Expiry date	Entrance on duty date (day/month/year)		Home country	Duty station		Type of U.S. visa

Child's name			
Date of birth (day/month/year))			
Is the child's other parent a staff member of the United Nations common system?	☐ Yes ☐ No	**If yes, is the other parent requesting an advance/claiming education grant as well?**	☐ Yes ☐ No
Name of school or university attended			
Location of school (city, country)			
Level of instruction (class or grade)			

III. Claim for special education grant and related benefits			
Academic year (from – to)	Day/month/year – day/month/year	Day/month/year – day/month/year	Day/month/year – day/month/year
Child attended school (from – to) (attach form P 41/B)	Day/month/year – day/month/year	Day/month/year – day/month/year	Day/month/year – day/month/year
Actual cost (attach P 41 and/or other receipts)	Currency and amount	Currency and amount	Currency and amount
Textbook cost (elect one option—read instructions on page 1)	Check box for fixed amount OR specify amount fixed amount ☐ US$	Check box for fixed amount OR specify amount fixed amount ☐ US$	Check box for fixed amount OR specify amount fixed amount ☐ US$
Tuition in mother tongue (attach form P 41/A)	Currency and amount	Currency and amount	Currency and amount
Other private tuition	Currency and amount	Currency and amount	Currency and amount
Special benefit	Currency and amount	Currency and amount	Currency and amount
Scholarship, bursary and similar grant	Currency and amount	Currency and amount	Currency and amount
Boarding (check box)	☐	☐	☐
Child was boarding (from – to)	Day/month/year – day/Month/Year	Day/month/year – day/month/year	Day/month/year – day/month/year
Capital assessment fee	Currency and amount	Currency and amount	Currency and amount

IV. Request for advance against the special education grant and the related benefit			
Academic year (from – to)	Day/month/year – day/month/year	Day/month/year – day/month/year	Day/month/year – day/month/year

P 45/SEG (3-18) - E

Indicate the expected amount (see ST/IC/2018/8, paras 4-9)	US$	US$	US$

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School location	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐	DUTY STN ☐ HOME CTRY ☐ OTHER CTRY ☐
Admissible cost			
Maximum entitlement (if prorated)			
Advance requested in part IV authorized			
Staff member entitled as above. For the ASG, OHRM (Print name and SIGN)			Date:

P45/SEG (3-18) - E

Annex II

Overall maximum amounts of the special education grant and maximum entitlements for reimbursement of equipment and textbooks

Maximum amounts of the special education grant

1. The maximum amounts of the special education grant are as follows:

   (a) $40,600 without boarding expenses;

   (b) $45,600 with boarding expenses.

Maximum entitlement for reimbursement of equipment

2. The maximum entitlement for reimbursement of equipment for educational purposes is $3,333. That amount is part of the applicable maximum special education grant amount mentioned in paragraph 1 above.

Maximum entitlement for reimbursement of textbooks

3. If the child attends an institution that provides the necessary special arrangements, the expenses for textbooks are admissible and will be paid in accordance with the provisions of section 5.1 of administrative instruction ST/AI/2018/2. In this case, the staff member is required to obtain from the educational institution a certification on form P.41 that the textbooks have not been provided free of charge.

4. Admissible expenses for textbooks shall be reimbursed at 100 per cent of the following fixed rates:

   (a) $210 for a child at the primary level;

   (b) $420 for a child at the secondary level;

   (c) $840 for a child at the post-secondary level.

5. When it is not possible to submit form P.41, textbook expenses may be claimed upon certification by the staff member in form P.45/SEG that the textbooks were not provided free of charge. If the actual amount spent on textbooks is greater than the fixed amount provided in paragraph 4 above, form P.41/C, completed by the educational institution, will be required for reimbursement of expenses for textbooks. In those cases, staff members are required to retain a list of prescribed textbooks and receipts documenting their purchase, in accordance with section 12.2 of administrative instruction ST/AI/2018/2, so that they may be produced for review, audit or investigation.

6. If the child attends a regular institution that does not provide the necessary special arrangements, the textbook expenses claimed under special teaching or training may be claimed upon certification by the staff member in form P.45/SEG that the textbooks were not provided free of charge. The actual amount spent on textbooks, certified on form P.41/C by the provider (e.g., the educational institution or tutor), is required for reimbursement of textbook expenses at 100 per cent under the special education grant scheme. In those cases, staff members are required to retain a list of prescribed textbooks and receipts documenting their purchases, in accordance with section 12.2 of administrative instruction ST/AI/2018/2, so that they may be produced for review, audit or investigation.